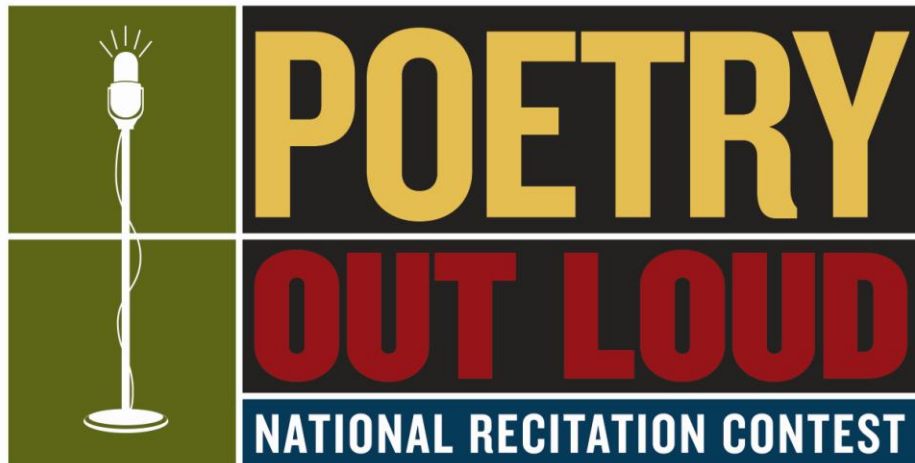


NATIONAL ENDOWMENT FOR THE ARTS

*and*

POETRY FOUNDATION

*present*



# State Partnership Agreement Information

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Please note: this document, excerpted from the Poetry Out Loud organizer's guide, is meant to inform state arts agencies on the basics of running and reporting of Poetry Out Loud activities as part of state partnership agreements. The organizer's guide, which has much more detail, can be found at the state partners' section of the website, [www.poetryoutloud.org](http://www.poetryoutloud.org). For a complete version of the guide or password information for the state partners section of the website, please contact program managers, listed on the following page.

# 1. Poetry Out Loud Contacts

## **Poetry Out Loud Administration: National Endowment for the Arts**

Leslie Liberato, Program Manager

Poetry Out Loud: National Recitation Contest  
National Endowment for the Arts  
1100 Pennsylvania Ave. #706  
Washington, DC 20506

Phone: (202) 682-5732

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## **State Partnership Agreements: National Endowment for the Arts**

Andi Mathis, State & Regional Specialist  
John Ostrout, Director, States and Regions

State and Regional Office  
National Endowment for the Arts  
1100 Pennsylvania Ave. #710  
Washington, DC 20506

Phone: (202) 682-5430

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## 2. The Basics

### Program Structure

Poetry Out Loud starts in the classroom, with participating teachers using the Poetry Out Loud teacher toolkit to teach poetry recitation and run classroom competitions. Following a pyramid structure, classroom winners advance to a school-wide competition, then to a regional and/or state competition, and ultimately to the National Finals.

Regional competitions within a state are not mandated by Poetry Out Loud, but many states have found them a necessary way for a statewide program to winnow down a large number of schools and avoid the cost of bringing every school champion to the state finals—particularly burdensome in large states. Statewide or regional partnerships greatly enhance Poetry Out Loud programs. Guest teaching artists are another valuable component of the program. For more information on these elements, as well as more information on conducting state contests and incorporating students with disabilities, read the full version of the organizer’s guide, available at [www.poetryoutloud.org](http://www.poetryoutloud.org), in the state partners section.

### Eligibility/Legal Participation Requirements

Poetry Out Loud is for high-school students (grades 9-12) at both public and private schools. Eighth graders enrolled in ninth-grade coursework are eligible to compete, at the discretion of state Poetry Out Loud coordinators. Homeschooled students are eligible to compete if the state coordinator finds an equitable and fair way to include them. Some states encourage homeschoolers to compete at a local school contest, while others may rely on a home school association or public library to host a school-level competition for these students.

No student may be excluded from participation in this program on the basis of race, color, religion, sex, disability, or national origin. Schools may determine eligibility for classroom- and school-level Poetry Out Loud programs pursuant to local and state law. **Under federal law, participation in state competitions and the National Finals is restricted to U.S. citizens or permanent residents.** Foreign exchange students and other visitors are not eligible to compete for titles or official prizes at the state and national level, unless they are U.S. citizens or permanent residents. A National Champion is not eligible to compete in future years.

### Prizes

State prizes: Each state champion will receive \$200 and an all-expenses-paid trip to Washington, DC, to compete at the National Finals. The state champion’s school will receive a \$500 stipend for the purchase of poetry books. One runner-up in each state will receive \$100; his or her school will receive \$200 for the purchase of poetry books.

National prizes: A total of \$50,000 in awards and school stipends will be given at the Poetry Out Loud National Finals, with a \$20,000 award for the National Champion. The second-place winner will receive a \$10,000 award; the third-place winner will receive \$5,000\*; and the fourth- to twelfth-place winners will each receive \$1,000. The schools of the top 12 finalists will receive \$500 for the purchase of poetry books.

All prizes are paid directly by the Poetry Foundation. Poetry Out Loud funding as part of the state partnership agreements may not be used for prize money or to supplement the prize amounts. Many states have successfully expanded the awards by soliciting private donations or prizes.

\*Awards will be made in the form of lump sum cash payments, reportable to the IRS. Tax liabilities are the sole responsibility of the winners and their families.

## 3. FAQs

### Terms of Poetry Out Loud Support

**Must my program be statewide?**

Most SAAs are expanding the program geographically; most are taking it statewide. Although a statewide program is not required, we hope states will use the increased grant amount to expand the program. Many states have been able to double the number of participating schools each year thus far.

**Can State Arts Agencies use a partner to administer the program?**

Absolutely. SAAs may run Poetry Out Loud in-house, or they may contract or sub-grant out some or all of the program. Many of the states plan to work with partners in administering Poetry Out Loud. We do ask, however, that the SAAs stay closely involved in the program. SAAs should retain ultimate oversight and ownership of the project, as partners with the Arts Endowment. The NEA believes that the SAAs will continue to benefit from high visibility in this program and have many resources that are necessary for the program to succeed.

**How can we align Poetry Out Loud with our own educational priorities?** To serve that need, we encourage SAAs to think creatively about artist residencies, teacher in-services, creative writing workshops, and other educational opportunities that will enhance a student's appreciation for poetry. Of course, there is no requirement that SAAs incorporate these additional components into their programs.

**When will the funds be awarded?**

Poetry Out Loud funds are part of your Partnership Agreement and may be drawn down as part of regular Partnership Agreement requests for advance or reimbursement.

**How may the funds be spent?**

Grant money may be used for administrative expenses of the state Poetry Out Loud program, including staffing. It may be used to send writers or teaching artists to give workshops in schools. It can be sub-granted to a local partner—as long as the program is implemented and the state finals are held in cooperation with the State Arts Agency. It can be used for travel expenses to bring school-level champions to the state finals. Grant funds may also be used to pay travel costs for a SAA representative to attend the National Finals. They may not be used for fundraising, receptions, or additional prizes. Typically, significant costs include guest artists, teacher workshops, transportation, and the state final event.

**If we cannot pay for receptions, how do we feed students who participate in our state final event or teachers during workshops?**

Students traveling to a state final competition may be offered a per diem. Alternately, grant funds may support working lunches. If you have day-long events for students or teachers you may serve lunch or support their meals during these Poetry Out Loud-related activities.

**Must the grant funds be matched?**

State Arts Agencies must show a 1:1 match on the overall Partnership Agreement grant and a 1:1 match on the Arts Education Component (the only individual “component” that must be matched 1:1).

**May we use funds for stipends to the judges, both in the schools and at the state finals?**

Yes, SAAs may use grant funds for stipends and/or travel expenses for judges. However, many judges are pleased to donate their evening in support of the program. If this is the case, you may claim their time as an in-kind contribution.

## 4. Timelines

	<b>Sample State Program Timeline</b>	<b>State Arts Agency Deadlines for POL</b>	<b>Where To Find Information/Forms for Requirements</b>
<b>September 2009</b>	Teacher recruitment; refine evaluation; distribute educational materials; teacher workshops; implement media plan; integrate guest teaching artists		
<b>October</b>	Continue to distribute educational materials; teacher workshops; school competitions; school registration deadline; integrate guest teaching artists	October 2—Application deadline for state arts agencies' partnership agreements	<b>See “Deadline Dates” section of guidelines at</b> <a href="http://www.nea.gov/grants/apply/Partnership/states.html">www.nea.gov/grants/apply/Partnership/states.html</a>
<b>November</b>	Judges invited; finalize venues & dates for regional and state competitions; school competitions	November 24—Deadline to notify NEA of state finals date	
<b>December</b>	Judges/prompter/event staff finalized for regional and state competitions; school competitions		
<b>January 2010</b>	School competitions; regional events; prep for finals; finalize state finals plan/prep judges and volunteers	January 29—School lists due to NEA (always last Friday in January)	<b>Document is “Reporting Requirements”</b> <a href="http://www.arts.gov/manageaward/PartnershipRR07_and_Later.pdf">www.arts.gov/manageaward/PartnershipRR07_and_Later.pdf</a>  <b>Accessible from</b> <a href="http://www.arts.gov/manageaward/Partnerships.html">http://www.arts.gov/manageaward/Partnerships.html</a>
<b>February</b>	Finalize state finals plan/prep judges and volunteers; state finals		
<b>March</b>	State finals; issue final press release/newsletters; coaching of state champion	March 18—Deadline for state finals March 25—Deadline for National Finals student registration, poems, and prize paperwork April 9—Deadline for all other registrations for Finals (including SAAs)	<b>Visit</b> <a href="http://www.regonline.com/POL2010">www.regonline.com/POL2010</a>
<b>April</b>	Debrief; final evaluations	April 25-27—National Finals in Washington, DC	
<b>May</b>	Groundwork for teacher recruitment—meet with key contacts; mailing to teachers for next season		
<b>June</b>	Teacher recruitment; strategic planning	June 26—Poetry Out Loud Descriptive Report due (Always last Friday in June)	<b>Document is “Reporting Requirements”</b> <a href="http://www.arts.gov/manageaward/PartnershipRR07_and_Later.pdf">www.arts.gov/manageaward/PartnershipRR07_and_Later.pdf</a>



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			<p><b>Accessible from</b>  <a href="http://www.arts.gov/manageaward/Partnerships.html">www.arts.gov/manageaward/Partnerships.html</a></p> <p><b>Visit Poetry Out Loud Final Descriptive Report for State Arts Agency FY07 &amp; later for form:</b></p> <p><a href="http://www.arts.gov/manageaward/OrgsFDR.pdf">http://www.arts.gov/manageaward/OrgsFDR.pdf</a></p>
<b>July</b>	Teacher recruitment; strategic planning; develop media plan	Earliest start date for NEA state partnership agreement grants/ start date for tracking costs for upcoming year	
<b>August</b>	Teacher recruitment; order toolkits		

## 5. Grant Application and Management

The Arts Endowment provides support for Poetry Out Loud activities culminating with the Poetry Out Loud state and national finals. Funding for state activities (\$20,000) has been added to the State Arts Plan Component of the NEA State Partnership Agreement Grant.

As part of Partnership Agreement reporting requirements, SAAs must:

- Notify NEA of state final date by November 24, 2009.
- Provide information on the lead contact at each participating school by the last Friday in January 2010, via e-mail to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov). Column headings must be as follows: school name, school street address, city, state, zip, lead contact first name, lead contact last name, phone number, fax number, and e-mail.
- Complete the Poetry Out Loud Descriptive Report form available online at <http://www.arts.gov/manageaward/Partnerships.html> by the last Friday in June 2010. The report form should only reflect Poetry Out Loud project activity. Please e-mail the report to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov).

### **Required components of Poetry Out Loud**

SAAs will recruit schools to implement the Poetry Out Loud curriculum in the classroom. Schools will hold classroom-level and then school-level poetry recitation contests and identify a school champion, with their activities supported by a comprehensive program planned by SAA and any contracted partners.

Each SAA will then hold a state-level poetry recitation contest, identifying a state champion by March 18, 2010.

State champions will progress to the National Finals in Washington, DC. The NEA and Poetry Foundation will cover travel costs to Washington, DC, for the state champion and one adult chaperone, selected by the state champion's family.

For more information about your grant, visit [www.nea.gov/grants/index.html](http://www.nea.gov/grants/index.html) or contact Andi Mathis, State & Regional Specialist (202) 682-5430 or [mathisa@arts.endow.gov](mailto:mathisa@arts.endow.gov).

## 6. Resources

### **TEACHER TOOLKIT**

*Most resources are available online at [www.poetryoutloud.org](http://www.poetryoutloud.org).*

#### **Poetry Out Loud anthology**

A 169-page paper anthology of classic and contemporary poems eligible for contest.

#### **Poetry Out Loud Teacher’s Guide 2008-09**

Lesson plans, how to run a classroom contest, evaluation criteria.

#### **Poetry Out Loud audio CD**

Model recitations and tips on the art of recitation.

#### **Poetry Out Loud posters**

Both a poet poster and customizable contest announcement poster are available.

#### **Poetry Out Loud Best Performances: DVD and Companion Guide**

Video recitations and companion guide geared to evaluation categories. A training tool for teachers, students, coaches, and judges. (Sent directly to POL Coordinators to use and distribute.)

#### **Poetry Out Loud Brochure**

This tri-fold information brochure can be used to introduce teachers, government officials, media, and the general public to Poetry Out Loud.

### **ONLINE RESOURCES**

#### **Poetry Out Loud website**

[www.poetryoutloud.org](http://www.poetryoutloud.org)

Resources for students and teachers, videos of model recitations, program updates, blog, etc.

The password-protected state partner section has contacts, tips, and tools for organizers:

Username: statearts

Password: SAA

#### **Poetry Out Loud anthology**

Online anthology of 500 + eligible poems, poet biographies, searches by keyword, title, poet, and category.

**A Guide for Poetry Out Loud Judges**

A resource for judges that includes information about the role of judges, contest rules, evaluation criteria, scoring rubric, etc. Available as a PDF.

**Poetry Out Loud prompter handout**

A one-page handout with advice for contest prompter. Available as a PDF.

**Poetry Out Loud tally sheet**

A modifiable Excel spreadsheet for score data entry that keeps a running total and shows tie breaking.

**Poetry Out Loud PR Toolkit**

Tips for promoting your Poetry Out Loud program, complete with sample press releases.

**Poetry Out Loud teacher recruitment handout**

A one-page handout that may be customized for your state program.

**Poetry Out Loud promotional video**

Filmed at the 2006 National Finals, this 12-minute documentary captures the spirit of Poetry Out Loud. Produced for the program by WGBH Educational Foundation. Visit the National Finals section to find this video.

## Credits and Acknowledgments

We appreciate your feedback to improve this guide and the program. Please send comments to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov) or Poetry Out Loud, National Endowment for the Arts, 1100 Pennsylvania Ave., #706, Washington, DC 20506.



The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts—both new and established—bringing the arts to all Americans, and providing leadership in arts education. Established by Congress in 1965 as an independent agency of the federal government, the Endowment is the nation’s largest annual funder of the arts, bringing great art to all 50 states, including rural areas, inner cities, and military bases.

### POETRY



The Poetry Foundation, publisher of *Poetry* magazine, is an independent literary organization committed to a vigorous presence for poetry in our culture. It has embarked on an ambitious plan to bring the best poetry before the largest possible audience.

Poetry Out Loud: *National Recitation Contest* is a partnership of the National Endowment for the Arts, the Poetry Foundation, and the State and Jurisdictional Arts Agencies of the United States.